

# United States Court of Appeals for the Second Circuit



## Vacancy Announcement

March 26, 2012  
Reference# FY12-20

**Position Title:** High School / College Summer Intern  
(More than one position may be filled)

**Location:** Office of Legal Affairs, 40 Foley Square, NYC

**Classification Level:** Student Trainee

**Salary Range:** \$10.81/hr (High School)  
\$13.57/hr (College)

**Closing:** April 20, 2012

---

**Position Overview:** Interns' responsibilities will include assisting the administrative staff in filing, library upkeep, data input and other administrative duties. Interns will have an opportunity to attend oral arguments and observe the workings of the Second Circuit.

**Requirements:** Interns must be fourteen years of age or older and in good academic standing. Applicants must be able to work at least 24 hours per week. The core work hours are Monday through Friday, 8:30am to 5:00pm, although assigned schedules may vary. The internship for college students will run approximately mid-May through August.

To apply, please submit two (2) cover letters detailing the date you can start, when your last day of work will be and the schedule (days and hours) that you can work each week along with two (2) résumés to:

United States Court of Appeals, Second Circuit  
500 Pearl Street, Room 540  
New York, NY 10007  
Attn.: Mayda Echevarria, Human Resources Dept. Reference #FY12-20

**ALL APPLICANTS MUST BE U.S. CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES. APPLICANTS SELECTED FOR THE POSITION ARE SUBJECT TO A BACKGROUND CHECK. EMPLOYEES ARE REQUIRED TO USE ELECTRONIC FUNDS TRANSFER FOR PAYROLL DEPOSIT. THE FEDERAL JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER.**